

BPA Contractor Workshops Travel Reimbursement: July/August 2004

Who should attend?

Project managers and program managers, those who prepare the Statements of Work, Budgets and Work Schedules; and/or those who will be completing status reports on project progress and accomplishments. If a program has several project managers but cannot send them all, the highest priority should go to those who have contracts renewing between September and January.

How will reimbursement work?

Three options, listed in order of preference:

1) Those who have set aside contract funds specifically for workshops should use those funds. If a contract budget included funding for five people to attend BPA workshops, and the attendance of all 5 is critical, then all five should go. Reimbursement should be made through regular contract invoicing under the appropriate line item. There is no need to call out these costs as workshop related unless requested by the BPA Contracting Officer's Technical Representative (COTR).

2) Those not in Category 1 above should use first any surplus contract funds that will not be used by existing travel or other project needs. For example, if a contractor has \$600 left in a "supplies" line item that would otherwise go unused, and would like to use these funds to send three people to the workshops, they may do so, as long as the BPA Contracting Officer (CO) and COTR approve the line item transfer. Reimbursement should be made through regular contract invoicing.

3) For those without workshop or surplus funds, BPA has set aside in its program overhead budget a workshop reimbursement fund. We are offering reimbursement to those organizations that otherwise would not be able to send anyone to the workshops. This fund has a two-person per organization limit, regardless of how billing occurs. Two billing options are:

- a) State and Tribal entities wishing to access the reimbursement fund should use CBFWA's usual travel claim process, provided they have existing time and travel contracts with CBFWA. Forms may be found at <http://www.cbfwa.org/forms.cfm>. Please submit travel claims to CBFWA by August 20 so that BPA can reimburse CBFWA as soon as possible.
- b) Those who are unable to bill through CBFWA must contact Molly Moreland at 503-230-3501 or mrmoreland@bpa.gov to arrange reimbursement.

Questions? Contact Molly Moreland at 503-230-3501 or mrmoreland@bpa.gov.

How many people can we send?

As many as you deem reasonable and necessary. The only restriction applies to the "extra" fund (see "How will reimbursement work?" above). For the purposes of the "extra" fund, large organizations with field offices that operate independently of one another and don't communicate count as separate entities, and each may send two people via the "extra" fund.

What will BPA pay for?

Lodging*, airfare, car mileage*, parking, per diem* and personnel time. The material to be

presented at the workshops is important and will directly affect project managers' work, so we want you to attend. Make travel arrangements with an eye for cost efficiency; ask for government room rates if available. Federal reimbursement for lodging is \$91/night for Portland, \$63/night for Spokane, and \$61/night for Boise.

*These are based on Federal rates for reimbursement.